

STATE
OF
GEORGIA31-01
Application for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
1

1. Application Date August 22, 1972	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Division No. 12		Date Received OCT 30 1972	Application No. 302	Date Completed OCT 31 1972
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Division of Entomology 19 Hunter St. S.W. Atlanta, Georgia 30334		4. Person to Contact John Ridley		
		5. Working Title Asst. Director	6. Tel. No. 656-3641	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
Jan 1 - Dec 31
1958 1972

9. Exact Series Title

Imported Fire Ant Control Files

10. What is the function of the office in which this record series is created?

The Entomology Division works to eradicate and control agricultural pests and to protect the homeowners and farmers against such pests. The eradication and control of the Imported Fire Ant is a vital function toward this end.

230 001 1412 001000
XXXXXXXXXXXXXX

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the control of the Imported Fire Ant.

~~XXXXXXXXXX~~ Included are:

Invitation to Bid on Aerial application of Bait to control Importee Fire Ants.
Imported Fire Ant Contracts for Aerial Application of Bait.
Treatment Records of Aerial Application of Bait.
Report of Damage Records resulting from Application of Bait.
Daily Log of Aircraft in applying Bait.
Correspondence relating to Contract and Fire Ant Control.
Project Narratives and Research Reports

The file is arranged by year and thereunder by contract number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	4	4		1/2			
Legal-size File Drawers			FLOOR SPACE OCCUPIED (Square Feet)	In Office(s)		In Storage Area(s)	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				Daily	2 Wks	semi-monthly	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. Annual Report to Commissioner | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Research value

24. **REQUIREMENTS.** The following requires the files to be kept Permanently years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Because of the nature and ~~controversial aspects~~ of the Fire Ant Eradication Project, these files may have research and Historical Value.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ _____ 5 year(s):
☐ Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
☐ Destroy.
☒ Transfer to State Archives for permanent retention:
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Ellis D. Sikis</i>	9/6/72		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ellis D. Sikis</i>	9-6-72
	State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Aja</i>	10-30-72
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Knight</i>	10-25-72
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert H. Shell</i>	10-30-72

**STATE RECORDS
COMMITTEE**